

## How Do I Look?

<b>Grade Level</b>	Twelfth
<b>Minimum Time Required</b>	30 Minutes
<b>Materials/Resources</b>	Handouts
<b>Subject Area(s)</b>	Guidance – All Vocational Technical Programs

### Project Description:

1. Use this lesson prior to job interview and internship experiences.
2. Discuss with the students how personal appearance is related to self image and influences future life and career success.
3. Distribute the handout and ask students to complete. Provide resources for those students who may need assistance.
4. Access videos from the Technical Education Resource Center on grooming and first impressions.

<b>Career Development Standard</b>	Skills to prepare to seek, obtain, maintain, and change jobs.
<b>Career Development Indicator</b>	Demonstrate skills and behaviors necessary for a successful job interview.
<b>Delivery Level</b>	Introductory      Review
<b>Academic Standards</b>	
<b>Language Arts</b>	3.1.c analyze the impact of non-verbal cues used in interpersonal communication.
<b>Employability/SCANS Skills</b>	Personal Qualities Basic Skills
<b>Assessment/Rubric</b>	Students will be evaluated based on class participation.

**Submitted by:** Guidebook to My Career and Life Planning Portfolio.

## HOW DO I LOOK?

Neatness and grooming are important for many reasons, but most of all for the feeling of personal pride and self-respect they give you. Your appearance strongly influences your poise, self-confidence, and feeling of well-being. These feelings, in addition to being reflected in general appearance, may be the key cause for job success or failure.

When applying for a job or meeting anyone for the first time, the first impression you make is important. The first, and often the most lasting impression you give an employer is visual. Deliberate care in all areas of appearance is necessary to give a total well-groomed impression.

		GOOD	AVERAGE	POOR
<b>BODY:</b>	Clean underclothing			
	Daily Bath			
	Use of Deodorant			
<b>HAIR:</b>	Neat haircut			
	Hair looks combed and neat			
	Hair is clean and lustrous free from dandruff			
<b>FACE:</b>	Neck face and ears clean			
	Women: Make-up and lipstick on neatly			
	Hair style is OK			
<b>MOUTH:</b>	Clean Teeth			
	Fresh Breath			
<b>HANDS:</b>	Nails and hands clean			
	Nails smooth, not too long or uneven			
<b>CLOTHING: Style OK—not too dressy or casual</b>				
	Fits well- Not too loose or too tight			
	No T-shirts, especially with logos or messages			
	No buttons missing			
	No wild or clashing colors			
	No rips or tears			
	Clean handkerchief or tissue in pocket or purse			
	Men: pockets not bulging			
	Women: Skirt length OK			
	Shoe style OK-appropriate to the occasion			
	Shoes not run down (heels, toes, soles)			
	Shoes polished or brushed			
	Men: dark socks, no holes			
	Women: no runs or wrinkles in stockings			
<b>ACCESSORIES:</b> Plain jewelry				
	Carries pen			